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AN AGREEMENT BETWEEN
RAMAPO CENTRAL SCHOOL DISTRICT
HILLBURN, NEW YORK
AND
RAMAPO TEACHERS' ASSOCIATION
SUFFERN, NEW YORK

JULY 2, 2003 – JUNE 30, 2007

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**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

435

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TEACHERS' SALARY INDEX
TEACHERS' SALARY SCHEDULE

AGREEMENT made as of the 2nd day of July, 2003, by and between RAMAPO CENTRAL SCHOOL DISTRICT, a school district organized and existing under and by virtue of the Education Law of the State of New York, having its principal offices at Mountain Avenue, Hillburn, New York, hereinafter called "District", and RAMAPO TEACHERS ASSOCIATION, an unincorporated association of seven or more persons having its principal office in Suffern, New York, hereinafter called "Association"

W I T N E S S E T H

WHEREAS, the DISTRICT has established, pursuant to Section 207 of the Civil Service Law, a classroom and related personnel unit (hereinafter called "Unit") for the purpose of representing the members of that UNIT in negotiations with respect to the terms and conditions of employment and grievances, and

WHEREAS, negotiations having taken place between the DISTRICT and the ASSOCIATION resulting in a meeting of the minds with respect to terms and conditions of employment and grievance procedures affecting the public employees in said UNIT,

NOW, THEREFORE, it is mutually agreed as follows:

ARTICLE I. TERM OF AGREEMENT. This agreement shall commence July 1, 2003, and shall terminate on June 30, 2007.

ARTICLE II. EMPLOYEES' REPRESENTATION. The employees of the District who are, or during the term of this Agreement shall become, members of the Unit as heretofore determined shall be represented in negotiations as to terms and conditions of employment and in the settlement of grievances by the Association. The Association, until seven months prior to the expiration of this Agreement shall have, and is hereby granted, exclusive and unchallenged status to represent the public employees who are members of the Unit in negotiations respecting terms and conditions of employment and in the settlement of grievances.

ARTICLE III. UNPAID LEAVE. Upon written application by a teacher or teachers filed with the Board of Education no later than April 1 of the school year preceding that for which unpaid leave is first sought, the Board of Education shall grant unpaid leave upon the following conditions:

- A. The application for unpaid leave shall set forth the purposes of that leave which shall be limited to:
 - 1. Professional study, travel, or research;
 - 2. Participation in exchange teaching programs in other states, territories, or countries;
 - 3. Membership in Peace Corps, Vista, Job Corps, or Teacher Corps, as full-time participant;
 - 4. Full-time service as an officer or member of the staff of any national or state professional educational organization;

5. Campaigning for or serving in an elective public office.
- B. Shall be granted for not less than one school year nor more than two school years.
- C. A maximum of 2% of the teaching staff shall be permitted to be on unpaid leaves during any school year. The number of staff members eligible shall be determined by rounding off the percentage to the nearest whole number. The Board in its sole discretion may authorize for any reason leaves in excess of 2% of the teaching staff.
- D. A teacher who has been granted an unpaid leave shall not be eligible for another unpaid leave until he or she has returned to the District and completed at least one school year of active employment.
- E. Any teacher granted unpaid leave shall have the option, as long as such teacher pays the amount of premium equal to that which the District would pay for such teacher, to receive the medical, dental and life insurance benefits available to members of the Unit. Payment of the premiums shall be made to the District monthly in advance.
- F. The teacher granted unpaid leave shall consent in writing (either in the teacher's application or prior to the granting of such leave) that there shall be no advancement vertically (in steps for the years while on leave) on the Teachers Salary Index then in existence or thereafter to be adopted.
- G. Method of selection. A committee of two teachers appointed by the President of the Teachers Association and one administrator appointed by the Superintendent of Schools will select those candidates who will receive unpaid leave. Successful candidates must notify the District of their acceptance of such leave by May 1.
- H. The teacher must notify the Assistant Superintendent for Human Resources in writing of his or her intention to return to employment in the District on or before March 1 preceding the September of his or her required return. Should the Assistant Superintendent for Human Resources not have received the required notification by March 1 of the teacher's intent to return, he or she shall notify such teacher on unpaid leave by certified mail by April 1 that the teacher is required to notify the Assistant Superintendent for Human Resources of his or her intention to return. Failure by the teacher to provide the notice herein required by May 1 preceding the September of required return shall be deemed an abandonment of employment, and the teacher's services shall be forthwith terminated by the Board.

ARTICLE IV. LEAVE DURING THE SCHOOL YEAR.

A. PAID LEAVE

1. For the purpose of this Article the word "Teacher" shall be deemed to include all members of the UNIT.
2. At the beginning of each school year every teacher shall be credited with

twenty-five (25) days of paid leave of absence. The twenty-five days of credit shall be added to the number of days of paid leave, if any, that each teacher has accumulated. The sum of the annual days of credit (25) and the leave days accumulated from prior years of service shall determine each teacher's "bank". The number of accumulated days may never exceed 200; that is, no teacher may start a school year (September 1) with more than 200 days of accumulated leave and 25 days of current annual leave. All days of leave not used during a school year shall be accumulated by the employee until such employee has two hundred (200) school days of paid leave accumulated at the beginning of the school year.

3. A teacher, upon written notice given five (5) calendar days in advance (which notice will be waived in the event of extreme emergency), may use three (3) days of his or her leave in any one year for personal reasons and need not state any reasons for such leave. Further, a teacher may be granted one additional day of personal leave for each year of service in the District, up to a maximum of five (5) additional days of his or her leave upon application to the Assistant Superintendent for Human Resources at least five (5) calendar days in advance of the date of the commencement of such leave.
 - a. The use of personal leave should be restricted to such activities as closing on a house, taking children to college, graduations, marriages, and similar activities that necessitate the teacher's absence from school. These days must not be construed as extra days of vacation to which a member of the UNIT is entitled.
 - b. Personal leave may not be taken on the two school days before or on the two days after the Thanksgiving, Winter, Mid-Winter or Spring Vacations, or on the school day immediately preceding or the school day immediately following any other school holiday except for unforeseen emergencies and upon the approval of the Assistant Superintendent for Human Resources.
4. Upon notice to the building principal, leave may be used for mourning each death in the family of the teacher.
5. Upon five (5) calendar days written notice to the building principal in advance thereof, leave may be used for the observance of religious holy days.
6. Not more than twenty-five (25) days of leave may be used in any one year for the combined purposes set fourth in paragraphs "3", "4", and "5" hereof.
7. A teacher may use all of the leave days in his or her bank, not theretofore previously used, during any one year because of illness of the teacher or illness of a member of his or her family that necessitates his or her absence. The family of a teacher is deemed to include only the father, mother, spouse and children of the teacher. The District Bank shall not be made available to a teacher for illness in the family. When such leave for personal illness

extends beyond ten (10) days, the District may require an examination of the employee by a qualified physician.

8. Any disability due to pregnancy shall be subject to the paid leave provisions of this article.
 9. The benefits provided by this section shall be prorated for teachers employed on less than a full time basis.
 10. Upon presentation to the teacher's building principal of a summons from any court or official body having the power legally to compel attendance, a teacher shall be granted leave of absence for the period of time required by the court or legal body and shall not be charged with any form of leave during the period of such absence. However, in order for a teacher to receive paid leave for attending jury duty, the teacher must have registered for night before notice procedures if available. The amount of jury pay received for jury duty shall be reimbursed to the District less the teacher's mileage and meals.
- B. **DISTRICT BANK.** Any teacher having previously received tenure in the District who is unable to teach because of illness or disability and who has exhausted his or her bank, shall be granted fifty (50) additional days of paid leave. An examination of the teacher by a qualified physician is required before any additional leave under this paragraph shall be granted.
- C. **EXTENDED LEAVE OF ABSENCE.** Any teacher having previously received tenure in the District who is unable to teach because of illness or disability and who has exhausted all paid leave available, shall be granted a leave of absence without pay for the duration of such illness or disability or for three (3) years, whichever term is shorter. All fringe benefits shall remain in force for the duration of this leave.
- D. **ABSENCE DUE TO INJURY.** In the event that a teacher is injured while on duty and is necessarily absent by reason of such injury, the days of absence during the first year after such injury shall not be included against the teacher's leave of absence days either for the year in which injured or against accumulated days. The District shall pay the teacher's salary in full during the first year of such injury provided, however, that the District shall be entitled to reimbursement for any payments which the teacher receives or is entitled to receive under New York State Worker's Compensation Act. After one year of illness due to injury sustained by a teacher while on duty, such teacher may use his or her accumulated days of leave until the same are completely used. If the teacher is unable to render any appropriate professional service to the District during the period of up to one year following the injury, the teacher shall retain the right to earn wages from other employment during such period of up to one year provided the teacher held such other employment and received such wages as prior to the injury.
- E. **CHILD CARE LEAVE.** Upon written application therefor, the Board of Education shall grant a teacher childcare leave upon the following conditions and limitations.

1. Childcare leave shall be without pay or increment.
2. Childcare leave shall commence upon the earlier of (a) the termination of the teacher's paid disability leave or (b) upon his or her request.
3. Unless otherwise mutually agreed by the District and the teacher, all child care leaves shall terminate on the date of the beginning of the school year (September 1). However, as an additional option, a teacher who is adopting a child shall be entitled to an unpaid leave of thirty calendar days for this purpose only.
4. Any child care leave commencing between September 1 and February 29 may not extend beyond the beginning of the school year (September 1) of the third school year following the commencement of the leave.
5. Any child care leave commencing between March 1 and August 31 may not extend beyond the beginning of the school year (September 1) of the fourth school year following the commencement of the leave.
6. The teacher must notify the Assistant Superintendent of Human Resources in writing of the date of his or her intended return no later than March 1 preceding the date of his or her intended return. Failure to give the notice herein required by March 1 preceding the final date of leave, as herein set forth, shall terminate the leave.
7. A teacher adopting a child who requires maternal or paternal care shall have the same rights as a teacher to whom a child is naturally born.
8. A teacher who has been granted a child care leave shall not be eligible for another child care leave until he or she has returned to the District and completed at least one school semester of active employment.
9. Any teacher granted child care leave shall have the option, as long as such teacher pays the amount of premiums equal to that which the District would pay for such teacher, to receive the medical, dental, and life insurance benefits available to members of the Unit. Payment of the premiums shall be made to the District monthly in advance.

ARTICLE V. PROFESSIONAL GROWTH LEAVE

- A. **PURPOSES OF PROFESSIONAL GROWTH LEAVE.** Professional Growth Leave may be granted by the Board of Education to professional personnel in order to permit them to improve their ability to render educational service to the District. Such improvement is usually achieved by formal study, research, travel and writing.
- B. **ELIGIBILITY FOR PROFESSIONAL GROWTH LEAVE.** Any member of the Unit who has served six or more consecutive years as a full-time employee in the District, who holds a permanent teaching certificate in New York State, and who has been

appointed to tenure in this District shall be eligible to apply for professional growth leave.

C. PROFESSIONAL GROWTH LEAVE COMMITTEE.

1. A Professional Growth Leave Committee shall be established. This committee shall consist of three members of the Unit employed on the elementary level of the District; three members of the Unit employed on the secondary level of the District, and the appropriate Director. Members of this committee from the Unit shall be elected by their colleagues employed on their respective levels in the District for two-year terms.
2. If a member of the Unit on this committee is an applicant for a Professional Growth Leave, he or she shall automatically and immediately forfeit his or her committee membership. The same group shall elect a replacement representative. The new member shall serve the remainder of the term of office of the person he or she replaced.
3. The advisory committee shall select from its members a chairperson, who shall serve one year. The Chairperson's duties shall be: (a) to preside at meetings of the general committee; (b) to appoint three member subcommittees to consider each application for leave in terms of the rules and regulations herein set forth; and (c) to file with the Superintendent of Schools the applications of those persons recommended for professional growth leaves. Prior to filing the recommendations with the Superintendent of Schools, a concurrence of a majority of the entire committee shall be obtained.

D. PROCEDURE FOR FILING APPLICATION FOR PROFESSIONAL GROWTH LEAVE.

1. Applications for Professional Growth Leave shall be in writing in a form to be developed by the Professional Growth Leave Committee. The form shall request information pertaining to the purpose of the professional growth leave, the proposed activities of the teacher while on professional growth leave, and the teacher's opinion of the value of the professional growth leave to the teacher and the District.
2. Applications for the professional growth leave must be filed with the Professional Growth Leave Committee no later than January 30 of the school year preceding the year or semester of proposed leave.
3. If an applicant is granted a professional growth leave, he or she shall have until April 1 to accept such leave.
4. Professional growth leaves, when granted, may not be terminated before the date of expiration without the mutual consent of the recipient, the Superintendent of Schools and the Board of Education.

E. METHOD OF SELECTION OF PERSONS FOR PROFESSIONAL GROWTH LEAVE.

1. The Professional Growth Leave Committee shall screen all applicants for professional growth leave and shall recommend approved applicants to the Superintendent of Schools.
2. The Board of Education shall have the right, in its sole discretion, to grant any professional growth leaves or to reject any and all requests for professional growth leaves.
3. Notice to the applicant as to the granting or rejection of the application shall be given on or before March 1, following the receipt of the application.
4. When an application for a professional growth leave is for a purpose other than formal study, research, travel, and writing, the Board of Education may grant such leave only upon recommendation of the Superintendent of Schools.
5. During any given semester a maximum of one percent of the teaching staff may be granted professional growth leave. The number of staff members eligible shall be determined by rounding off the percentage to the nearest whole number.
6. Professional growth leave may be granted for one full semester or two full consecutive semesters.

F. REPORTS. A member of the Unit on professional growth leave shall report to the Superintendent of Schools as follows:

1. The employee shall immediately request approval from the District, through the Superintendent of Schools, for any substantial change in the program as outlined in his or her application.
2. The teacher shall file a final report with the Superintendent of Schools at the conclusion of the professional growth leave. The form of this report shall be approved by the Professional Growth Leave Committee and shall be consistent with the teacher's original application or the teacher's application as modified with the approval of the District. The report shall be in writing and delivered to the Superintendent of Schools not later than thirty (30) days after the day the employee returns to District service.
3. The Superintendent of Schools may require proof that the program as presented by the applicant or as changed with the consent of the District has been followed. Reports of members of the Unit who were on professional growth leave shall be transmitted to the Board of Education only after approval by the Superintendent of Schools. Anything to the contrary hereinbefore contained notwithstanding, no member of the Unit shall be

deemed to progress on the salary schedule or to acquire any benefits usually applicable to those on Professional Growth Leave if his or her report is in excess of fifteen (15) days late.

G. SALARY AND INCREMENTS WHILE ON PROFESSIONAL GROWTH LEAVE.

1. A member of this Unit granted professional growth leave shall receive a percentage of his or her base salary based upon the minimum period, after leave, for which the applicant agrees to return and serve as a member of the Unit in this District. Such salary shall be as follows:

<u>PERCENT OF SALARY</u>	<u>MINIMUM PERIOD OF RETURN TO DISTRICT</u>
80%	1 year
90%	2 years
100%	3 years

In the event that a member of this Unit does not remain in the employ of the District for the period which he or she agreed to serve immediately following his or her leave, such member, within one year after terminating his or her service with the District, shall repay to the District an amount which shall bear the same relation to the amount of salary granted during the professional growth leave as the unexpired period of service to be performed bears to the period of continued service for which agreement was made.

2. A member of this Unit on professional growth leave shall progress on the salary schedule as if he or she was employed during the term of the leave. During the term of professional growth leave such member of the Unit shall receive the foregoing percentage of the base salary which he or she would have received had he or she been actually employed in the District as a teacher or professional. The employee on leave shall be responsible for keeping the District Business Office notified as to address.
3. Regular paid leave shall accrue to and be accumulated by a member of the Unit on professional growth leave.
4. A member of the Unit while on professional growth leave shall be deemed to have a leave of absence, without pay, from all other school activity.
5. A member of the Unit on professional growth leave shall advance on the salary schedule with the same force and effect as if actually serving within the District.
6. A member of the Unit who is granted a professional growth leave for the purpose of serving an administrative internship shall have his or her annual salary provided by the District under these regulations while on professional growth leave decreased by the amount of money in excess of two thousand

dollars that he or she earns from another educational institution as an administrative intern. Fellowships and other grants shall not be considered earnings for the purpose of this regulation. Under no circumstances shall the member of the Unit be required to submit any financial records to the District.

ARTICLE VI. DUES DEDUCTION

- A. The Board of Education agrees to deduct from the salaries of its teachers dues for the Ramapo Teachers Association, Local 2132, the Rockland County Teachers Association, the New York State United Teachers, the American Federation of Teachers, AFL-CIO, or any one or any combination of said Associations as said teachers individually and voluntarily authorize the Board to deduct, and to transmit the monies promptly to such Association or Associations. Teacher authorization shall be in writing.
- B. Dues deduction authorization forms shall be submitted through the President of the Ramapo Teachers Association to the School Business Administrator.
- C. Dues deductions shall be made on eight (8) consecutive paydays in equal installments, beginning with the second payday in October. In addition, those teachers who choose to join the Association after the first deduction shall have their deductions made on whatever of the above deduction days remain and on such consecutive paydays as necessary until dues are deducted in full. After the first payday in March the District will not be responsible for collecting the dues. The authority to make such deductions shall be continuous while the employee remains a member of the Unit and the Association remains the representative organization, or until withdrawn in writing.
- D. The District agrees to deduct from the salaries of its employee's payments to a credit union as shall be designated by the Association, upon proper authorization duly filed with the School Business Administrator.
- E. The Board agrees that the tax sheltered annuity plan, developed and accepted for the 1968-69 school year, shall continue in force, and deductions shall be made from the employees' salaries upon proper authorization duly filed with the School Business Administrator.
- F. AGENCY FEE
 - 1. All members of the bargaining unit who are not members of the Association shall be required to pay an agency fee to the Association in an amount equivalent to Association dues. The District shall deduct the Agency Fee from the salaries of all non-Association members and shall transmit the sums so deducted to the Association at the same time and in the same manner as dues deducted from the salaries of Association members.
 - 2. Upon request of any teacher, the Association shall provide a detailed accounting of its expenditures. The Association represents that it has

established and will maintain a procedure which provides for the refund, to any teacher who so demands, of any part of an agency fee deduction which represents that teacher's pro rata share of expenditures in aid of activities or causes of a political or ideological nature only incidentally related to terms and conditions of employment.

ARTICLE VII. OBSERVATION AND EVALUATION OF TEACHING PERSONNEL.

- A. TEACHER OBSERVATION. The primary purpose of observation is to improve instruction. The administrator or supervisor conducting the observation should communicate with the teacher constructive suggestions aimed at the improvement of instruction.
1. Classroom observations of teachers, in their respective schools or departments, may be made by the following personnel:
 - a. Certified Supervisory Personnel:

Principals, Assistant Principals, Department Chairpersons; Subject Area Directors; any supervisor with curriculum, instruction or personnel line responsibilities.
 - b. Certified District Level Administrators:
Superintendent; Director of Secondary Education; Director of Elementary Education; Assistant Superintendent for Human Resources; Director of Pupil Personnel Services; Administrative Assistant; any administrator with curriculum, instruction or personnel line responsibilities.
 - c. Any staff member not qualified under a and b above, upon the mutual consent of both parties.
 2. The following minimum number of observations shall be made annually:
 - a. First year teacher, new to the District, two each semester.
 - b. Experienced teacher, new to the District and other probationary teachers: Two in the first semester and one in the second semester.
 - c. Tenured teachers: Two each year.
 - d. The above observation reports shall constitute the foundation of the annual performance review as required by the Commissioner's Regulations. If the procedures of this Article do not meet the requirements of Education Law or of the Commissioner's Regulations, revisions shall be formulated by the Superintendent in consultation with the standing committee as provided for in Article VII B.8.

It is not the intent of this provision to require a separate performance review instrument. If Part 100.2(o) of the Commissioner's Regulations results in an additional performance review instrument, such instrument shall be subject to the requirement of Article VII.

- e. Subject to the requirement of this Article and the reasonable requirements of the designated observer, a teacher shall be granted one postponement per year of an observation upon request.
- 3. Teachers may request an observation at any time during the year, giving the supervisor or administrator adequate notice.
- 4. A copy of the observation form as completed by the observer shall be furnished to the teacher within a reasonable period of time following each observation.
- 5. A teacher who was observed shall have the right, within a week of receiving a copy of the observation form, the receipt of which shall be acknowledged by the teacher in writing, to make written response to any or all statements in the observation. The District shall provide a printed form to the teacher for the purpose of making a written response.

B. TEACHER EVALUATION.

- 1. Each tenured teacher shall be evaluated at least once every three years, or annually if he or she so desires.
- 2. Probationary teachers shall be evaluated annually and shall be notified by the second meeting in April of the Board of Education whether continuation of probation or the granting of tenure is to be recommended.
- 3. The observations described herein in subdivision A shall be one of the bases of evaluation.
- 4. Each evaluation form shall be signed by:
 - a. The Department Chairperson and/or Subject Area Director, if the teacher has one.
 - b. The building principal or other appropriate supervising administrator.
 - c. The evaluated teacher.
- 5. The signing of the evaluation form by a teacher indicates only that the teacher has received the evaluation.

6. The evaluated teacher shall have the right, within a week of signing the evaluation form, to make written response to any or all statements in the evaluation.
7. a. Annual evaluation forms, teacher responses, and attached comments shall be filed in the individual personnel files in the office of the Assistant Superintendent for Human Resources. There shall be only one such file. The teacher on his or her request may have access to his or her personnel file and may be accompanied by any person he or she desires during this review.

Upon receipt of a written request any teacher shall be furnished an unofficial reproduction of any material in his or her file to which he or she has access. Each teacher shall be notified by the Assistant Superintendent for Human Resources of any additional information of an evaluative nature that is placed in his or her personnel file.
- b. A teacher may have access to all materials contained within his/her personnel file.
8. There shall be a standing committee to study and consider revision of the evaluation instrument. This committee shall report its activities and recommendations to the Superintendent of Schools and the Association annually by April 15. The committee shall consist of the following: two elementary school teachers and two secondary school teachers appointed by the Association President; and four administrators appointed by the Superintendent. The Superintendent shall consider such recommendations when implementing the provisions of part 100.2(o) of the Commissioner's Regulations.

C. PROFESSIONAL DEVELOPMENT PROJECTS

As an alternative to or in conjunction with the observation and evaluation procedures, a teacher may, subject to administrative approval, voluntarily participate in a Professional Development Project. The Professional Development Project will be developed jointly by the teacher, his or her colleagues and the building administration. Participation in a Professional Development Project may extend for a period of time not to exceed two school years. At the conclusion of the Professional Development cycle, the teacher will return to the above outlined observation and evaluation procedures for a minimum of one year, before submitting another Professional Development Project.

ARTICLE VIII. PROMOTIONS, TRANSFERS, VACANCIES, AND ASSIGNMENTS.

A. ADMINISTRATIVE OR SUPERVISORY POSITIONS WITHIN THE UNIT.

1. Selection for appointment to a vacant professional supervisory position within the Unit shall be based upon educational preparation, experience, personal qualifications and the needs of the District as evaluated by the Superintendent of Schools.
2. Members of the professional staff shall be afforded equal opportunity to apply in writing for supervisory positions within the Unit for which they feel qualified.
3. The Superintendent of Schools shall make known to the members of the Unit each supervisory vacancy within the Unit and shall allow 15 days for the submission of applications by members of the Unit who wish to be considered for the position.
4. All announced positions shall state the necessary qualifications and applicable salary range, if such exists.
5. When school is in session, notices of vacancies and appointments within the Unit shall be made known to members of the Unit by individual notices placed in the mailbox of each member of the Unit. In the event that a supervisory position or vacancy within the Unit arises at a time of year when school is not in session, the Superintendent shall notify the President or Vice-President of the Association that such a position or vacancy exists as soon as possible after the position or vacancy is announced.
6. Members of a department or subject area may caucus and submit in writing to the Superintendent of Schools their recommendations regarding the selection of a person to serve as department chairperson or subject area director when such a position becomes vacant or is created.

B. SPECIFIC EXTRA DUTY VACANCIES.

1. When new positions are created, the Association President shall be notified and supplied with copies of the notice of vacancy for distribution to members of the Unit. When existing positions become vacant, the Association President shall be notified.
2. Every effort will be made to schedule the one-half hour of free time of elementary physical education teachers at the end of the school day in order to facilitate their accepting coaching positions in the secondary schools.

C. TEACHING VACANCIES.

1. Professional personnel may file written applications with the Assistant Superintendent for Human Resources at any time during the year requesting consideration for reassignment in the next school year to any special or classroom position. However, the Board of Education reserves the right to fill any special or classroom vacancy at any time during the year, regardless

of applications from present personnel. As soon as the determination to transfer a teacher has been made by the District, the teacher shall be notified of such transfer in private at the end of the school day.

2. All known vacancies for the next school year shall be posted during the first week of May.
3. In the event that by April 30 a determination has been made that the number of sections of any grade level or department in any school shall be decreased for the next school year, the teachers of that grade level in that school or the chairperson of that department shall be notified by the building principal by May 1. Recognizing the desirability of this type of communication, building principals will make every effort to notify teaching personnel of determinations made subsequent to May 1.
4. Subsequent to May 1 and upon final determination of room locations, the building principal, upon the request of the teacher, shall inform them of their room locations for the following school year.

D. TRANSFERS

1. Where involuntary transfers are deemed by the District to be necessary, the reason will be communicated to the person transferred. Normally, no teacher shall be transferred from building or grade level more often than once every two years.
2. If a Unit member's request for transfer is not granted, the School District shall inform the individual, if so requested, why the transfer was not granted. This provision shall not be deemed to be a limitation upon the District's authority to make assignments.

E. TEACHER ASSIGNMENT

1. Teachers presently employed by the District shall be notified of their schedules, school assignments, and ability groupings for the next school year by their department chairperson, subject area director, or building principal, by June 10, if such assignments have been determined by that date. Subsequent to that date, such information will be made available to teachers upon either their personal request or the request of the Association.
2. An effort will be made to limit the amount of inter-school travel for teachers who are assigned to more than one school.

F. REGULAR SUBSTITUTES.

1. A regular substitute is defined as a teacher who is replacing in whole or in part a probationary or tenured teacher who has been granted by the Board of Education any leave of absence without pay.

2. Regular substitutes are covered within the terms and conditions of this Agreement.
3. When there is a vacancy requiring the appointment of a regular substitute or a probationary teacher, the District shall appoint to such vacancy a person who has been previously appointed and employed by the District as a teacher or as a regular substitute for more than two (2) full consecutive school years and who has received satisfactory evaluations in that area of tenure.

G. TEACHING ASSISTANTS.

1. All rights and obligations in this Agreement shall apply to teaching assistants, except for salaries, which are provided for below.
2. A teaching assistant shall advance one step on the index schedule below on July 1 of each school year.

<u>Step</u>	<u>Index</u>
1	1.00
2	1.02
3	1.04
4	1.06
5	1.08

3. The salary for Step 1 shall be .65 of BA Step 1 on the Teachers' Salary schedule.
4. Teaching assistants not employed by the District prior to the effective date of this Agreement shall be placed on a step to be determined upon employment by the Board in its sole discretion.

ARTICLE IX. HOURS AND DUTIES OF MEMBERS OF THE UNIT.

A. GENERAL

1. No required school meetings shall be held after 5:00 p.m. Normally, no school meetings shall be held prior to 9:00 a.m. Barring emergencies, no secondary teacher will be required to attend more than 10 faculty meetings per year. Barring emergencies, no elementary teacher will be required to attend more than 10 faculty meetings per year.
2. Advance notification of at least one week shall be given for meetings, except in emergencies.
3. Teachers shall be required to attend no more than four parent-faculty group meetings during each school year.

4. In order that teachers may efficiently plan their school day, equal effort will be expended to provide substitutes for special teachers and regular classroom teachers. The District shall maintain an approved substitute list for each school with such restrictions, as the District may desire, including the number of days per month an individual substitute may work. Any individual teacher may indicate, in advance, such teacher's first, second and third preference of persons to serve as substitutes when the teacher is absent from school. Within the restrictions established by the District, the teacher's preferences shall be honored whenever feasible.
5. Provision for extra help to students and the supervision of extracurricular activities shall continue.
6. Upon individual request, elementary teachers shall be relieved of the requirement to score the Iowa Test of Basic Skills, or substitute instrument, administered annually in the elementary grades 1-6.
7. Faculty meetings scheduled by the building principal for the entire staff outside the regular school day shall be limited to one hour in length except in unusual circumstances. A tentative agenda shall be provided to teachers before such meeting.
8. Each elementary school may schedule one evening parent-teacher conference not to exceed two hours in length. The determination of the date of the conference shall be made by the end of September on a building-by-building basis.

B. CLASS SIZE AND TEACHER LOAD.

The following guidelines shall prevail, wherever feasible, subject to the circumstances, which exist regarding staff and facilities. Only alleged violations of class size and teacher load existing between October 15 and March 15 may be subject to the grievance procedure.

1. Elementary Schools
 - a. Regular class groups in Pre-primary Kindergarten, grades 1, 2, 3, or 4 (or their equivalent where grade designations no longer exist) shall be in the range of 22-28 pupils.
 - b. Regular class groups in grades 5 or 6, when housed in an elementary building,(or their equivalent where grade designations no longer exist) shall be in the range of 25-30 pupils.
 - c. Groups containing concentrations of at-risk pupils shall be reduced in size.

- d. The average pupil load in vocal music, physical education, and library shall be 240 pupils per day in classes, calculated on a district-wide basis.
- e. The average pupil load in art shall be 160 pupils per day, calculated on a district-wide basis.
- f. The District and Association recognize that the demands may be different in the kindergarten classes than in other classes. A joint committee consisting of 2 members designated by the Superintendent and 2 members designated by the Association (one of whom shall be a kindergarten teacher and one of whom shall be a non-kindergarten teacher) shall explore possible solutions to render workloads comparable.

2. Secondary Schools

- a. Except for the areas of Instrumental Music and Physical Education,
 - i. The average pupil load within each department shall be 140 pupils except that no teacher may have instructional responsibility at any given time for more than 145 pupils. These secondary maximum load numbers of 140/145 shall be prorated to 112/116 for CORE teachers at the Middle School. Notwithstanding the above mentioned maximum load numbers, it is the intention of the District and the Ramapo Teachers' Association that team size in the Middle School will be approximately 100 students per team. Laboratory classes shall not be included in this calculation. In making calculations in accordance with this paragraph, the high school and the middle school shall be considered separately. It is not the intent of this clause to change the present district practice of assigning loads to science teachers.
 - ii. Classes containing concentrations of at-risk students may be reduced in size to 20 or less pupils for maintenance of optimum learning opportunities for pupils of this classification.
 - iii. Teachers shall have five preparation periods per week, normally one each day.
 - iv. The normal teaching load (excluding department chairperson and other special cases) shall be five periods. Physical education teachers and teachers with less than ninety students in five classes may be required to teach six periods.

- b. In the area of Instrumental Music, kindergarten through twelfth grade, the average pupil load shall be 225 pupils, excluding performing groups, calculated on a district-wide basis. Calculation of loads shall be made on December 1 of each school year.
- c. Secondary contractual load limitations shall apply to all sixth, seventh and eighth grade Middle School teachers except as provided below:
 - i. During the 2003-2004 school year only, the District shall be granted an exemption from these load limitations for Foreign Language and Health teachers at the Middle School within the following guidelines:
 - a) Sixth grade Foreign Language teachers may be assigned approximately 185 students total.
 - b) The load for sixth grade Health teachers shall be mutually agreed upon between the Association and the District.
 - c) Seventh grade Foreign Language teachers may be assigned approximately 185 students total.
 - d) The load for seventh grade Health teachers shall be mutually agreed upon between the Association and the District.
 - ii. During the 2004-05 school year, the following changes in load limitations shall apply on the sixth grade level only:
 - a) The load for Foreign Language teachers shall be 175 students, not to exceed 180 students as a result of a scheduling conflict that both parties agree cannot be resolved.
 - b) The load for sixth grade Health teachers shall be mutually agreed upon between the Association and the District.
 - iii. During the 2005-2006 school year and for the remainder of the term of this contract, the following changes in load limitations shall apply on the sixth grade level only.
 - a) The load for sixth grade Health and Foreign Language teachers shall be 175 students, not to exceed 180 students as a result of a scheduling conflict that both parties agree cannot be resolved.
- d. These temporary and continuing load exemptions are granted with the understanding that the District will make a good faith effort to minimize the load impact on individual teachers by selective course assignments. For any individual teacher, up to two of their classes (3 under extreme and unusual circumstances) may be scheduled on an alternating basis (every other day, every fourth day, etc.). Any teacher working under these load exemptions shall be granted the following accommodations:
 - 1. Four record keeping days for grade calculation and entry at the end of each marking period. On these days, teachers will be relieved of their teaching duties.

2. No assigned duties during the school year to facilitate the completion of the increased workload generated by these increased loads.
 - e. These schedules provide for a maximum teaching time of 212 minutes per day for CORE teachers and 210 minutes per day for ENCORE teachers at the Middle School. This maximum shall apply only to this schedule. The District shall not be under any obligation to continue this schedule at the Middle School beyond the 2003-2004 school year. However, any alternate schedule that may replace this schedule shall provide for a maximum of 210 minutes of teaching time per day (5 – 42 minute periods) and a length of day not to exceed 6 hours and 45 minutes. The lunch period and lunch period passing times will be adjusted to accommodate the 6 hour 35 minute instructional day. If the Middle School schedule changes as outlined above, then the secondary load limitations will revert to those existing during the 2002-2003 school year as provided in Article IX, letter B, 2a and shall apply to 6th, 7th, and 8th grade teachers. These teaching time maximums are subject to other provisions of the Agreement contained in Article IX. HOURS AND DUTIES OF MEMBERS OF THE UNIT.
3. The guidelines in Section B are subject to modification for educational purposes. This could apply in instances of:
 - (1) split-grade classes
 - (2) specialized classes
 - (3) large group instruction
 - (4) team teaching
 - (5) experimental programs
 4. Special Education
 - a. Teachers may be requested to attend in-service courses developed by the Director of Pupil Personnel Services and approved by the Superintendent of Schools. Teachers who have not reached M-60 on the salary schedule shall have the option of receiving credit for salary purposes or may be compensated for time spent in in-service courses at the curriculum rate of pay as provided in Article X. Teachers who have reached M-60 on the salary schedule shall be compensated at the curriculum rate of pay as provided in Article X.
 - b. Classroom teachers shall be informed of the nature of the disability and the educational needs of students with disabilities who are mainstreamed in their classes.
 - c. Special Education teachers shall be granted release time each school year to develop Individual Education Plans and to confer with parents according to the following class sizes:

- i. Less than 10 students, 1 day
 - ii. Ten to fifteen students, 1.5 days
 - iii. Over fifteen students, 2 days
- d. The District and the Association agree that it is educationally appropriate to attempt to distribute classified students reasonably.

C. HOURS

- 1. Elementary teachers shall be responsible for at least five hours of teaching and, in addition, shall normally have one hour of free time, including a half-hour for lunch, during the regular school day. On and after July 1, 1981, regular classroom teachers shall have an additional twenty-five minutes of free time per week.
- 2. Each elementary building principal shall establish the beginning and closing times of the school day between which all elementary teachers must be in attendance, within the required following guidelines.
 - a. The span of time from beginning to closing shall be no more than six hours and fifty minutes (410 minutes).
 - b. The beginning time shall not be later than the scheduled arrival of the first school bus.
 - c. Elementary teachers may leave the school building during their unassigned time during school and after the students have been dismissed for the day.
- 3a. Each secondary teacher shall be in school before the students arrive and until after the students in his or her direct charge have left. Notwithstanding the preceding sentence, every eligible unit member in the School District's middle school shall be assigned by the building principal, or his or her designee, a maximum of 24 periods of after school bus duty. Each such duty shall be deemed completed after the regular dismissal buses have departed from the school premises. It is the intention of the parties that teachers assigned to bus duty be permitted to leave immediately thereafter but, in no event, later than 2:50 p.m. In the middle school, a maximum of eight (8) unit members shall be assigned to bus duty on a daily basis. Effective July 1, 2000, the length of the high school day will be six hours and thirty-five minutes. (395 minutes). Effective July 1, 2003, the length of the Middle School day will be 6 hours and 45 minutes. (405 minutes). Between 7:50 A.M. and 8:00 A.M., Middle School teachers will be in the building to prepare for the day and provide "general supervision". The Middle School instructional day shall begin at 8:00 A.M. with a length of 6 hours 35 minutes.
- b. Middle School teachers will be assigned one of the following schedules: CORE teachers including Mathematics, Science, Social Studies,

Language Arts/English, Humanities teachers and other Unit members assigned to CORE classes: Four fifty-three minute teaching periods; seven and one-half forty-two minute individual preparation periods per week; up to seven and one-half forty-two minute duty periods per week including approximately 2.4 team meetings per week in lieu of the duty period.

ENCORE teachers including Unit members not specified in the above definition of CORE teachers: five forty-two minute teaching periods; seven and one-half forty-two minute individual preparation periods per week; up to 7.5 forty-two minute duty periods per week.

- c. The day will have a thirty minute lunch and four minute passing times except that one passing time will be three minutes.
- d. In any year that the Board of Education approves funding for Team Leader positions in the Middle School , those positions will exist at all grade levels 6, 7 and 8. If any Team Leader position goes unfilled due to a lack of applicants, the Building Principal may conduct Team meetings for that Team to the same extent as exists for other Teams according to current practice established during the 2002-2003 school year.
- 4a. Provision for extra help to students and the supervision of extracurricular activities shall continue as prior to the making of this Agreement. If a teacher is not in compliance with this requirement, the building principal may direct the teacher to comply by making him or herself available to provide extra help to students, during the students' regular day. It is understood by both parties that this provision will be enforced in a consistent and constructive manner.
- b. SUNRISE SCHOLARS

There shall be provision for extra help, prior to the start of the regular school day, for students in any elementary school where teaching staff and administrators volunteer to participate. The purpose of this program is to provide remedial assistance to students while eliminating, as feasible, one of the pull out programs which interrupt normal classroom operation. Staff members who voluntarily participate in the program shall receive the same salary, terms and conditions of employment as are set forth in this Agreement, with no modification whatsoever, except that they will work an adjusted work day which shall be the same length as all other elementary teachers but which shall not exceed the contractual limit. Individuals who volunteer to participate in this program will continue in the program for the entire school year unless relieved of the responsibility to do so by the building administration.

- 5. Rotating Schedule.

The School District and the Association agrees to review the current rotational schedule at the high school and determine possible scheduling alternatives for implementation in the second and third years of this Agreement. A joint committee shall be established during the 1999-2000 school year. Committee membership shall be limited to members of the Board of Education, District and Building administrators and RTA members. For scheduling purposes, a recommendation to change or modify the existing high school schedule must be made prior to March 22, 2000. Any new schedule will be piloted for two years and the committee will be reconvened during the 2001-2002 school year to reevaluate this new schedule. The committee could then decide to maintain or modify said schedule. If at any time, the committee is unable to make recommendations for changes or modifications to the schedule due to a deadlock of the committee, the deciding vote will be cast alternately by the Superintendent of Schools or the President of the Ramapo Teachers' Association (with the Superintendent, if necessary, having the deciding vote at the first deadlock of the committee and the President of the Ramapo Teachers' Association, if necessary, having the deciding vote at the second deadlock of the Committee.) The tie-breaking vote will alternate between the Superintendent of Schools and the President of the RTA as the need arises. Any new or modified schedule recommended by the committee shall be referred to the Board of Education for its review. The Board of Education can either implement the recommendation from the committee, or, if it chooses not to do so, the rotational schedule at the High School, which was in effect during the 1998-99 school year, shall be instituted for the following school year and remain in place unless and until such time as the School District and Association agree to change the language of Article IX, Section C (5). It is the intent of both parties, however, that the District and the Association work to review the current high school schedule and any subsequent changes or modification to the schedule in a collaborative manner.

6. Psychologist's workday will commence 30 minutes before and end one hour after the instructional day (hours are directly relative to the particular school).

Guidance Counselors' work day will end one hour after the instructional day.

7. Secondary teachers may be asked to cover other teachers' classes, but such requests will be made with a conscious effort to rotate these coverages among the total staff. It is not the intention of this clause to change the present District practice of hiring substitute teachers for absent teachers teaching a full load.
8. Each certified librarian assigned to the Library Media Center in the high school may be required to report to work one hour later than normally and to stay at work one hour later than normally to a maximum of forty-five school days in a school year. Each librarian in the middle school may be required to report as above for the number of school days divided by the number of middle school librarians.

Each librarian assignment will be worked out by the personnel involved on an annual basis.

D. CLERICAL HELP. The District shall furnish clerical help in each school to augment the endeavors of the teachers to prepare materials. One full-time typist shall be provided in each secondary school.

E. LUNCH PERIODS.

1. Secondary

a. Teachers in Grades 9-12 Only members who volunteer shall be assigned to cafeteria duty, subject to the following conditions:

1. There shall be four (4) unit members each day assigned to cafeteria duty. If, however, additional cafeteria supervision is required beyond the four (4) unit members referred to in the preceding sentence, additional paid cafeteria supervisors may be assigned if sufficient volunteers are available. If no additional volunteers are available, the language in the preceding sentence will remain in effect.
2. A pool of individuals, acceptable to the high school principal, shall be available for assignment to cafeteria duty. This pool shall be determined by the building principal as soon as possible after the start of the school year.
3. In case an individual assigned to cafeteria duty is absent, the principal can designate individuals on an equitable, rotating basis from the pool of individuals who have volunteered for cafeteria duty and who have been approved by the building principal, to serve as a substitute. If no individual from the voluntary pool is available to substitute for a teacher who is absent and scheduled for cafeteria duty, then the principal can request any other member of the staff to provide the necessary coverage. Appointments of individuals in this regard shall be done on an equitable and rotating basis.
4. Individuals providing cafeteria duty shall not be relieved of any administrative duty or preparation time.
5. The principal reserves the right to rotate individuals through cafeteria duty supervision.
6. If there are not enough teachers available, the principal may designate a member of the unit to provide cafeteria duty coverage.

In no case, however, can any individual be assigned more than fifteen (15) periods of thirty (30) minutes each of cafeteria supervision during a school year. Appointments of individuals in this regard shall be done on an equitable and rotating basis.

b. Teachers in Grades 6-8 Only unit members who volunteer shall be assigned cafeteria duty, subject to the following conditions:

1. There shall be six (6) unit members each day assigned to cafeteria duty. If, however, additional cafeteria supervision is required beyond the six (6) unit members referred to in the preceding sentence, additional paid cafeteria supervisors may be assigned if sufficient volunteers are available. If no additional volunteers are available, the language in the preceding sentence will remain in effect.
2. A pool of individuals, acceptable to the middle school principal, shall be available for assignment to cafeteria duty. This pool shall be determined by the building principal as soon as possible after the start of the school year.
3. In case an individual assigned to cafeteria duty is absent, the principal can designate individuals on an equitable, rotating basis from the pool of individuals who have volunteered for cafeteria duty and who have been approved by the building principal, to serve as a substitute. If no individual from the voluntary pool is available to substitute for a teacher who is absent and scheduled for cafeteria duty, then the principal can request any other member of the staff to provide the necessary coverage. Appointments of individuals in this regard shall be done on an equitable and rotating basis.
4. Individuals providing cafeteria duty shall not be relieved of any administrative duty or preparation time.
5. The principal reserves the right to rotate individuals through cafeteria duty supervision.
6. If there are not enough teachers available, the principal may designate a member of the unit to provide cafeteria duty coverage. In no case, however, can any individual be assigned more than twenty-four (24) periods of thirty (30) minutes each of cafeteria supervision during a school year. Appointments of individuals in this regard shall be done on an equitable and rotating basis.

- c. The salary for each senior high school and middle school cafeteria duty position, for an entire school year, shall be .09 times the BA, Step 1 salary.

During each year of this Agreement, the salary for cafeteria duty shall be pro-rated, on a daily rate basis, for each coverage performed.

- d. Voluntary faculty sponsorship of student activities will be encouraged.
- e. The Association recognizes the responsibility of the faculty and the administration for providing for the decorum and safety of all students and understands that, except for any emergency assignments, any additional teacher assignments during the lunch period will be made only after consultation in the Building Liaison Committee.

2. Elementary

- a. No elementary teacher in any school shall be assigned to cafeteria supervision.
- b. Effective September 1, 1987, playground duty will be eliminated. The District will not increase instructional time in accordance with that which is permissible under this Agreement because of this elimination of playground duty in September of 1987.

ARTICLE X. CURRICULUM

The District recognizes the need for the direct involvement of teachers in the preparation of courses of study and materials for educational programs best suited to the particular need of students of the District, and the Association recognizes the responsibility of teachers to become involved in these functions and encourages such participation.

The Assistant Superintendent for Instruction shall direct all activities in the area of curriculum development and shall review and coordinate recommendations and proposals submitted by the teachers in the District. The District agrees to pay \$30.00 an hour as the salary of teachers engaged in curriculum development.

ARTICLE XI - GRIEVANCE PROCEDURE FOR CLASSROOM AND RELATED PERSONNEL UNIT

A. DECLARATION OF PURPOSE

WHEREAS, the establishment and maintenance of a harmonious and cooperative relationship between the District and the members of the Unit is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances of the members through procedures under which they may present grievances free from

coercion, interference, restraint, discrimination, or reprisal and by which the Board of Education (sometimes hereinafter referred to as the Board) and its teachers are afforded adequate opportunity to dispose of their differences without the necessity of time consuming and costly proceedings before administrative agencies and/or in the Courts.

B. DEFINITIONS

1. A Grievance is a claim by any teacher or group of teachers in the negotiating unit based upon any event or condition affecting their welfare and/or terms and conditions of employment, including, but not limited to, any claimed violation, misinterpretation, or inequitable application of: law, rules, or regulations having the force of law, this Agreement, policies, rules, by-laws, regulations, directions, orders, work rules, procedures or practices of the Board of Education and administration, excepting any and all matters affecting hearings brought after charges and specifications served in a proceeding to dismiss a member of the Unit from service to the District.
2. Supervisor shall mean the principal of the school building in which the alleged grievance occurs, or the Central Office administrative or supervisory officer responsible for the area in which the alleged grievance arises, except the Chief Executive Officer.
3. The Chief Executive Officer is the Superintendent of Schools.
4. The Association shall mean the Ramapo Teachers' Association.
5. Aggrieved Party shall mean any person or group of persons in the Unit filing a grievance.
6. Party in Interest shall mean the Grievance Committee of the Association and any party named in the grievance who is not the aggrieved party.
7. Grievance Committee is the committee created and constituted by the Association.
8. Hearing Officer shall mean any individual or board charged with the duty of rendering decisions at any stage on grievances hereunder.

C. PROCEDURES

1. All grievances, except informal grievances presented in Stage 1 (a) hereinafter set forth, shall state in writing the name and position of the aggrieved party, the identity of the provision of law, this Agreement, policies, etc., involved in said grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the

aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.

2. Except for informal decisions at Stage 1 (a) all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefor. Each formal decision shall be promptly transmitted to the member of the Unit and the Association.
3. If a grievance affects a group of teachers and appears to be associated with system-wide policies, it may be submitted by the Association directly at Stage 2 described below.
4. The preparation and processing of grievances, insofar as practicable, shall be conducted between the beginning of the school day and 5:00 p.m. All reasonable effort will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.
5. The District and the Association agree to facilitate any investigation, which may be required, and to make available any and all material and relevant documents, records, and communications concerning the alleged grievance.
6. At all stages of a grievance, except Stage 3, Board of Education, and except as otherwise provided in Section E paragraphs 1 (a), 1 (b), an aggrieved party and any party in interest shall have the right at all stages of a grievance to confront and fully interrogate all witnesses called against him or her, and to testify and to call witnesses on his or her behalf, and to be furnished with a copy of any minutes of the proceedings made at each and every stage of this grievance procedure.
7. No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the District or by any member of the administration against the aggrieved party, any party in interest, any representative, any member of the grievance committee or any other participants in the grievance procedure or any other person by reason of such grievance or participation therein.
8. Forms for filing grievances, serving notices, taking appeals, and making reports and recommendations, and any other necessary documents will be jointly developed by the District and the Association. The Chief Executive Officer shall then have them duplicated and distributed in the office of each school building so as to facilitate operation of the grievance procedure.
9. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
10. Nothing contained herein will be construed as limiting the right of any member of the Unit having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance informally adjusted without the intervention of the Association. In the event

that any grievance is adjusted informally such adjustment shall be binding upon the aggrieved party and shall be final in all respects, but said adjustment shall not create a precedent or ruling binding upon either of the parties to this Agreement in future proceedings.

11. If any provisions of this grievance procedure or any application thereof to any member of the Unit or group of members of the Unit shall be finally determined by any court to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
12. The Chief Executive Officer shall be responsible for accumulating and maintaining an Official Grievance Record which shall consist of the written grievance, all exhibits, transcripts, communications, minutes and notes of testimony, as the case may be, written arguments and briefs considered at all levels other than Stage 1 (a) and all written decisions at all stages. Official minutes will be kept at District expense of all proceedings in Stages 2 and 4. A copy of such minutes will be made available to the aggrieved party and the Grievance Committee within fifteen (15) days after the conclusion of hearings at Stages 2 and 4, who then advise the appropriate Hearing Officer of any errors in said minutes. Any such claim of error in the minutes shall become part of the Official Grievance Record and the Hearing Officer shall indicate the determination made respecting such claimed error. The Official Grievance Record shall be available for inspection and copying by the Aggrieved Party, the Grievance Committee and the District, but shall not be deemed a public record.

D. TIME LIMITS

1. Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.
2. No written grievance will be entertained as described below, and such grievance will be deemed waived unless written grievance is forwarded at the first available stage within sixty (60) school days after the teacher knew or should have known of the act or condition on which the grievance is based.
3. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.
4. Failure at any stage of the grievance procedure to communicate a decision to the Aggrieved Party, his or her representatives and the Association within the specified time limit shall permit the lodging of an appeal at the next stage of

the procedure within the time which would have been allotted had the decision been communicated by the final day.

5. In the event a grievance is filed on or after June 1, upon request by or on behalf of the Aggrieved Party, the time limits set forth herein will be exhausted prior to the end of the school term or as soon as possible thereafter.

E. STAGES OF PROCEDURES.

1. STAGE 1 - Supervisor

- a. A member of the Unit having a grievance may discuss it with his or her supervisor with the objective of resolving the matter informally, but should he or she desire not to accept the decision of the supervisor, he or she may proceed to Stage 1 (b).
- b. A member of the Unit having a grievance may file directly or through his or her representative with his or her supervisor a formal request (forms available in each school building) for a hearing concerning the grievance. The supervisor will confer with all parties in interest but, in arriving at his or her decision, will not consider any materials or statements offered by or on behalf of any such party in interest with whom consultation has been had without the Aggrieved Party or his or her representative present. If the member of the Unit submits the grievance through a representative, the member of the Unit shall be present during the discussion of the grievance.
- c. Within ten (10) school days after the written grievance is presented to him or her, the supervisor shall, without further consultation with the Aggrieved Party or any party in interest, render a decision thereon, in writing, and present it to the teacher, his or her representative and the Association.

2. STAGE 2 - Chief Executive Officer

- a. If the member of the Unit initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 and wishes to proceed further under this grievance procedure, the member of the Unit may, within five (5) school days, present the grievance to the Association's Grievance Committee for its consideration.
- b. If the Grievance Committee determines that the member of the Unit has a meritorious grievance, then it will file a written appeal of the decision at Stage 1 with the Chief Executive Officer within twenty (20) school days after the member of the Unit has received such written decision. Copies of the written decision at Stage 1 shall be submitted with the appeal.

- c. Within fifteen (15) school days after receipt of the appeal, the Chief Executive Officer, or his duly authorized representative, shall hold a hearing with the member of the Unit and the Grievance Committee or its representative and all other parties in interest.
- d. The Chief Executive Officer shall render a decision in writing to the member of the Unit, the Grievance Committee and its representative within fifteen (15) school days after the conclusion of the hearing.

3. STAGE 3 - Board of Education

- a. If a member of the Unit and the Association are not satisfied with the decision at Stage 2, the Grievance Committee will file an appeal in writing with the Board of Education within fifteen (15) school days after receiving the decision at Stage 2. The Official Grievance record shall be available for use by the Board of Education. Each member of the Board shall be furnished with a copy of the grievance and of the transcript, if any, of the proceedings at Stage 2 at least one week prior to a scheduled Stage 3 Grievance meeting.

If the grievant has submitted a written request for a meeting, the Board of Education shall within twenty (20) school days after receipt of an appeal grant the aggrieved party(ies) and a representative(s) a meeting with the Board to explain the grievant's appeal. The meeting shall be informal and last approximately sixty (60) minutes in total as set forth in the following paragraph. Neither side shall be represented by an attorney. The President of the Ramapo Teachers' Association may attend this meeting.

Upon the scheduling of the Stage 3 grievance meeting, notice thereof shall be given to the supervisor to whom the grievance was made, who shall be given an opportunity to participate at the Stage 3 grievance meeting. The grievant(s) and/or his or her representative(s) shall have up to thirty (30) minutes to make a presentation to the Board of Education. The Supervisor shall have immediately thereafter up to fifteen (15) minutes to respond to the Board of Education. The grievant(s) and/or his or her representative(s) shall have immediately thereafter up to fifteen (15) minutes to reply to the Board of Education.

- b. Within fifteen (15) school days after the filing of the appeal, or the meeting, if any, whichever shall be later, the Board of Education shall render a decision, in writing, on the grievance. In the event that the Board members are not unanimous, the decision of the Board shall be determined by a majority of the members present and taking part at the Stage 3 grievance meeting. The vote of the members by roll call shall be recorded and reported in the decision but there shall be no minority decisions or opinions.

4. STAGE 4 - Arbitration

- a. If the member of the Unit or the Association is not satisfied with the decision at Stage 3, and the Association determines that the grievance is meritorious and that appealing it is in the best interests of the school system, it may submit the grievance to binding arbitration by written notice to the Board of Education within fifteen (15) school days of the decision at Stage 3.
- b. Within five (5) school days after such written notice of submission to arbitration, the Association will request of the American Arbitration Association the selection of an arbitrator according to the rules and procedures of the American Arbitration Association.
- c. The selected arbitrator will hear the matter promptly and shall issue his or her decision not later than fourteen (14) calendar days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him or her. The arbitrator's decision will be in writing and will set forth his or her findings of fact, reasoning and conclusions on the issues.
- d. The arbitrator shall have no power or authority to make any decision, which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement.
- e. The decision of the Arbitrator shall be final and binding upon all parties.
- f. The costs for the services of the Arbitrator, including expenses, if any, will be borne equally by the Board of Education and the Association.

ARTICLE XII. SCHOOL CALENDARS.

- A. The school calendars for each year of the Agreement shall be the result of a joint meeting of the parties for advisory purposes, subject to approval by the Board of Education under the following conditions:
 1. During the school year, the calendar shall provide for 180 days of instruction.
 2. The calendars shall provide for one day of teacher orientation before the opening of school in September and 2 days of Superintendent's Conferences.
 3. Effective July 1, 2002, the calendar shall provide one half-day of staff development for teachers to be scheduled late in the school year. In the event that all previously designated snow days are exhausted and it becomes necessary to reschedule this, as a day of instruction, the half-day inservice for

teachers will be eliminated during that school year.

4. Effective July 1, 1999, the District shall be free to schedule up to four extra days of teacher orientation and or staff development before school opens in September for new teachers during their first year of employment. Up to one half-day of the four may be for Association business at the Association's discretion and this half-day will be scheduled by mutual agreement. During the second and third year of employment, the District may schedule for these staff members up to one day per year for teacher orientation and/or staff development prior to the opening of school.
 5. For Middle School staff, the last two days of school shall be "half-days" am or pm, as needed.
- B. Should the schools of the District be unable to open for instruction on any of the days scheduled in the calendars to be agreed upon for the 2003-2004, 2004-2005, 2005-2006 and 2006-2007 school years, an equal number of days may be used during the Spring vacation, or on additional days indicated on the calendars for instruction in order to provide the 180 days required for State Aid.
- C. In the event the Superintendent of Schools is required to schedule instruction during Spring vacation or on additional days indicated on the calendar to meet the required 180 days, the following regulations shall govern attendance on those days and shall supersede any agreement as to leave during the school year.
1. No personal leave may be taken without the express prior written consent of the Superintendent of Schools.
 2. In the event of absence due to illness, a physician's statement may be required.
 3. An absence not excused by the Superintendent of Schools or not excused by virtue of a physician's statement, shall result in the deduction of 1/200th of the annual salary of the member for each day of absence on days scheduled for school during the Spring vacation or on additional days indicated on the calendar.

ARTICLE XIII - SALARIES FOR SCHOOL YEARS, 2003-2004, 2004-2005, 2005-2006- 2006-2007

A. DEFINITIONS.

1. "Teachers," as used in this Article XIII only, shall mean all members of the Classroom and Related Personnel Unit who have been appointed to their respective positions by the Board of Education.
2. "Years of Service" shall mean the number of years that a teacher has served in this school district in addition to the years for which credit for salary

purposes is granted. In determining the initial "Years of Service" granted to a teacher, the Board of Education may evaluate the number of years of teaching experience. Credit for military service to determine the initial placement on the salary schedule of teachers who begin their probationary appointments after September 15, 1973, shall be given by the Board of Education in its sole discretion.

3. The following guidelines shall be in effect:
 - a. Schedule BA shall apply to teachers who have four years of training or less, and who hold valid certificates.
 - b. Schedule B15 shall apply to teachers who hold valid certification and who have completed 15 hours of approved study beyond the baccalaureate degree.
 - c. Schedule B30 shall apply to teachers who hold valid certification and who have completed a fifth year of preparation; that is, thirty semester hours of approved study beyond the baccalaureate degree. Schedule MA shall apply to teachers who, in addition to meeting requirements for Schedule B30, have earned a Master's Degree.
 - d. Schedule B45 shall apply to teachers who hold valid certificates and who have completed 15 hours of approved study beyond the requirements for the B30 schedule. A teacher not on the B45 schedule prior to June 30, 1983 may not be placed on such schedule. Schedule M15 shall apply to teachers who have earned a Master's Degree and have completed 15 hours of approved study subsequent to the award of the Master's Degree.
 - e. Schedule B60 shall apply to teachers who hold valid certificates and who have completed 30 hours of approved study beyond the requirements for the B30 schedule. Commencing September 1, 1979, no teacher not then on the B60 schedule may be placed on the B60 schedule. Schedule M30 shall apply to teachers who have earned a Master's Degree and have completed 30 hours approved study subsequent to the award of the Master's Degree.
 - f. Schedule M45 shall apply to teachers who hold valid certificates, who have earned a Master's Degree and have completed 45 hours of approved study subsequent to the award of the Master's Degree.
 - g. Schedule M60 shall apply to teachers who hold valid certificates, who have earned a Master's Degree, and have completed 60 hours of approved study subsequent to the award of the Master's Degree.
 - h. Schedule DR shall apply to teachers who hold valid certificates and who have earned and have been awarded the degree of Doctor of

Philosophy or the degree of Doctor of Education. No teacher first employed by the district after July 1, 1977 may be placed on the DR Schedule. A teacher, employed prior to July 1, 1977, and not on the DR Schedule or in an approved doctoral study program prior to June 30, 1983, may not be placed on such schedule. The base salary of a teacher with a degree of Doctor of Philosophy or a degree of Doctor of Education employed on Steps 1 through 18 shall be equal to the comparable step on the M60 Schedule, plus ten percent of the BA Schedule, Step 1. An additional amount of seven percent of the BA Schedule, Step 1, shall be paid for Step 19. Teachers on the DR schedule, who have attained the last step of their schedule and continue thereafter in employment with the District, shall be paid an additional noncumulative .0206 of BA Step 1 during each year after the year in which they attained the last step until the time they reach Tier 2. Teachers on the DR schedule who have reached Longevity (Tier 1) for five consecutive years shall be entitled to a noncumulative .0299 of BA Step 1 (this amount being added to the last step in the schedule) during each year thereafter.

- i. Effective July 1, 1999, Step A on the salary schedule will be eliminated. New hires will be placed at Step B unless the Board of Education determines a higher salary placement. Existing staff previously on Steps A, B or C will be adjusted in the 1999-2000 school year based on their 1998-99 salary placement as follows:

Step A will move to Step C
Step B will move to Step 1
Step C will move to Step 2
Step 1 will move to Step 3

Effective July 1, 2000, Step B on the salary schedule will be eliminated. New hires will be placed at Step C unless the Board of Education determines a high salary placement. Existing staff previously on Steps A, B or C will be adjusted in the 2000-2001 school year based on their 1999-2000 salary placement as follows:

Step B will move to Step 1
Step C will move to Step 2
Step 1 will move to Step 3
Step 2 will move to Step 4
Step 3 will move to Step 5

Effective July 1, 2001, Step C will be renamed Step 0.
Effective July 1, 2003, Step 0 will be eliminated.

4. The Salary Index attached hereto as Exhibit A shall apply to each year of this Agreement. Each teacher shall be paid a base salary equal to the product of BA Schedule, Step 1 multiplied by his or her applicable index amount.

- a. Effective July 1, 2003, the base salary (BA Step 1) received during the preceding school year shall be increased by 2.25%.
 - b. Effective July 1, 2004, the base salary (BA Step 1) received during the preceding school year shall be increased by 2.75%.
 - c. Effective July 1, 2005, the base salary (BA Step 1) received during the preceding school year shall be increased by 3.00%.
 - d. Effective July 1, 2006, the base salary (BA Step 1) received during the preceding school year shall be increased by 3.00%.
 - e. Any staff member hired between the years July 1, 1995 to July 1, 1999 and at the time of hire held a Master's Degree will be placed on the appropriate column of the salary schedule based on their current degree and credit status as provided in Article XIII, A., 3. This placement will take effect July 1, 1999. Regular salary payments for the 1999-2000 school year will begin in September as provided for elsewhere in this Agreement.
- 5.
- a. Each guidance counselor and school psychologist shall receive an additional five percent of his or her base salary as shown on the Teachers Salary Schedule for the regular school year.
 - b. Each guidance counselor and school psychologist shall receive 1/200th of his or her base salary as shown on the Teachers Salary Schedule for each day employed during the months of July and August.
 - c. Each guidance counselor, psychologist, CSE and CPSE unit member whose attendance is requested by the Director of Pupil Personnel Services shall receive 1/200th of his or her base salary as shown on the Teachers Salary Schedule for each day employed during the months of July and August.
6. Subject area directors and department chair people, not otherwise requested to work by the Superintendent, may request to work up to 10 days beyond the work year. Such request shall be reviewed by the immediate supervisor and forwarded to the superintendent or his/her designee for a decision. Compensation shall be 1/200 of the unit member's base salary per day.

B. MINIMUM SALARY SCHEDULE REGULATIONS.

- 1. Teachers shall advance on the applicable schedule automatically and shall be placed on the step commensurate with their evaluated years of service.

2. The Board of Education shall not be required to place any teachers on a salary step higher than that corresponding to his or her years of service in Section A-2 hereof.
3. EXTRA payments may be made to teachers for extra-duty assignments. Separate agreements will be made with teachers for specific extra-duty assignments not less than 30 days prior to the beginning of the assignments. Teachers who have specific extra-duty assignments shall be notified by June 1 as to whether they shall have the same assignments during the following year, however, reappointment to spring sport positions will occur by July 1.
4. The salaries provided for by this Agreement include compensation payable for services rendered in the following capacities: Supervision of playgrounds until September 1, 1987; supervision of bus loading and discharging; and monitoring of corridors; sponsorship and supervision of authorized extracurricular school activities--all such activities--being within the usual school day hours; and attendance at faculty meetings reasonably called and held between 9:00 a.m. and 5:00 p.m.
5. Teachers shall be advised concerning the acceptability of courses for salary schedule advancement within two weeks after application for approval has been submitted. The request for approval must be submitted in duplicate to the office of the Assistant Superintendent for Human Resources within one year following the commencement of the course. It is strongly recommended that the submission be made at least two weeks prior to registration for the course. No more than a total of nine (9) credit hours shall be approved for courses completed during each semester (fall and spring) and not more than a total of nine (9) credit hours shall be approved for courses completed during the summer, providing for a maximum of eighteen (18) credit hours during the period July 1 through the following June 30, except for members of the Unit on leave under Article III for the purposes of full-time professional study.
6. Teachers returning to the District shall, prior to August 1, and teachers new to the District shall, prior to September 1, choose one of the following options concerning the payment of their salary:

IN SCHOOL YEARS WHERE THERE ARE 22 PAY PERIODS, TEACHERS SHALL CHOOSE ONE OF THE FOLLOWING TWO OPTIONS:

- a. Twenty-two equal payments, September through June.
- b. Twenty-two payments, twenty of $1/26$ of the annual salary September through May, and two of $3/26$ of the annual salary payable in June of the annual salary.

Failure of the teacher to indicate a choice prior to the dates described herein shall result in option "b" going in to effect. No changes of options concerning payment of salary shall be made after the dates described herein have passed.

IN SCHOOL YEARS WHERE THERE ARE 21 PAY PERIODS, TEACHERS SHALL CHOOSE ONE OF THE FOLLOWING TWO OPTIONS:

- a. Twenty-one equal checks September through June each 1/21 of the annual salary.
- b. Twenty-one checks. Nineteen checks September through May each 1/25 of the annual salary. Two checks in June each 3/25 of the annual salary.

Failure of the teacher to indicate a choice prior to the dates described herein shall result in option "b" going into effect. No changes of options concerning payment of salary shall be made after the dates described herein have passed.

The above provision shall remain in full force and effect until such time as one of the following shall take place:

- a. The parties mutually agree, in writing, to a further modification to Article XIII, Section B(6).
- b. There is an amendment of Education Law §3015 that would permit the Board of Education to prepay teachers prior to the rendering of service.

In the event that any of the events set forth in paragraphs "a" and "b" above shall occur, then the parties agree that the language that had been in paragraph "6" for the Agreement July 1, 1990 through June 30, 1994 shall be reinstated and that the manner of salary payments which was in place in the School District prior to the 1991/92 school year shall be reinstituted commencing with the first September immediately following any of the events set forth in paragraphs "a" and "b" above.

- 7. A member of the Unit who meets the requirements for a horizontal move on the salary schedule due to the completion of approved graduate study shall be transferred to the applicable step of the schedule effective as follows:
 - a. September 1 for those members of the Unit who have completed their requirements prior to the first day of school, with full payment for the year.
 - b. February 1 for those members of the Unit who have completed their requirements prior to February 1, with one-half payment for the year.

C. EXTRA DUTY SALARY SCHEDULE.

The following regulations and salary schedules shall be in effect for professional duties performed by teachers in addition to their normal duties. An additional \$30,000 shall be allocated for adjustments to extra duty payments.

1. Appointment to any "Specific Extra-Duty" position on the attached list shall be recommended annually by the Superintendent of Schools to the Board of Education for its approval; no appointment shall carry tenure.
2. General Extra Duty shall be paid in the amount of \$375.00. These amounts will be paid per school year upon the completion of the assignments. General Extra Duty shall include no more than eight assignments each school year. The overnight camping trip shall not be considered part of the General Extra Duty. Teachers participating in overnight trips shall be paid \$100.00 per night for this activity, which payment shall not be available to individuals who are receiving specific extra duty payment for an assignment which includes an overnight trip.
3. Dates of payment for "Specific Extra Duty" assignments shall be made according to the nature of the assignment as determined by the Superintendent of Schools within the following guidelines:
 - a. Those assignments which are continuous throughout the year (e.g., head of department, administrative assignments, etc.)

50% December
50% May
 - b. Terminal assignments (e.g., seasonal sports, cheerleading, dramatics, etc.) on the payday following the end of the assignments.
 - c. Teachers who perform extra duty assignments shall have the option to select that wages earned in such assignments be paid either by a separate check or together with their regular payroll check.
 - d. Teachers who were assigned to "Specific Extra-Duty" during a previous year shall advance to the next step of the "Specific Extra-Duty Schedule."
 - e. Teachers in the first year of "Specific Extra-Duty" assignments shall be placed on Step 1. Teachers filling newly negotiated "Specific Extra-Duty" assignments who did not have a contract for such a position during the previous year shall be placed on Step 1.

- f. When a coach moves to a different level in the same sport, he or she will not forfeit his or her experience step.
4. The amount of payment for each "Specific Extra-Duty" assignment shall be a percentage of the Teachers Salary Schedule BA Step 1.
5. Specific Extra-Duty Salary Index:

<u>Assigned Weight</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 5*</u>
A	.02	.03	.04	.065
B	.03	.04	.05	.075
C	.04	.05	.06	.085
D	.05	.06	.07	.095
E	.06	.07	.08	.105
F	.07	.08	.09	.115
G	.08	.09	.10	.125
H	.09	.10	.11	.135
I	.10	.11	.12	.145
J	.11	.12	.13	.155
K	.12	.13	.14	.165
L	.13	.14	.15	.175
M	.14	.15	.16	.185
N	.15	.16	.17	.195

* Step 5 applies solely and exclusively to positions in Group III, Class A, Class B and Class C, and to no other Specific Extra Duty assignments.

GROUP I - PART-TIME SUPERVISION OR ADMINISTRATION

During the 1999-2000 school year, a committee will be established to include building administrators, Subject Area Directors and Department Chairs, central office administrators and administrators and representatives of the Association. The purpose of this committee will be to examine the role of Subject Area Directors and Department Chairs and to consider possible modifications to the job responsibilities as they relate to current contract language enumerated in Article XIII, Section C, Group 1 – Part Time Supervision of Administration A and B. A recommendation to change, modify or maintain this section of the contract will not be implemented until the 2000-2001 school year. This decision will remain in effect for a period of two years at which time the process will be repeated. The Committee will evaluate the effectiveness of any changes or modifications that were implemented, the Committee would then make a recommendation to change, modify or maintain that language. If, at any point, the Committee is unable to make a decision by virtue of a deadlock by the Committee, the deciding vote would be cast alternately by the President of the Ramapo Teachers' Association or the Superintendent of Schools, with the President of the RTA, if necessary, having the deciding vote at the first deadlock of the Committee and the Superintendent of Schools, if necessary, having the deciding vote at the second deadlock of the Committee. Any change in the role of the Subject Area Directors and Department Chairs recommended by the Committee shall be referred to the Board of

Education for its review. The Board of Education can either implement the recommendations from the Committee or, if it chooses not to do so, the roles of the Subject Area Directors and Department Chairs, as they were in effect during the 1998-99 school year, shall be their roles for the following school year and remain in place unless and until such time as the School District and Association agree to change the contract language regarding the roles of these positions.

A.	<u>District Subject Area Directors</u>	<u>Assigned Weight</u>
	English Language Arts	Nurse Teacher
	Foreign Language	Physical Education
	Library	Science
	Music	Computer Services
	Special Education	
B.	<u>Department Chairpersons</u>	<u>Assigned Weight</u>
	Art-Elementary	L
	Art-Secondary	L
	Business Education	L
	Home Economics	L
	Phys. Ed.	L
	Health	L
	Guidance 6-12	L
	Industrial Arts	L
	Mathematics	L
	Social Studies	L

Persons assigned to Group I shall be scheduled according to the following pattern:

<u>Number of Teachers in Department</u>	<u>Maximum Class Load</u>
3 or less	5
4-8	4
9-13	3
14 or more	2

Department Chairmen will not be assigned extra assignments during the school day.

C.	<u>Middle School Team Leaders</u>	<u>Assigned Weight</u>
	Sixth Grade Team Leaders	G
	Seventh Grade Team Leaders	G
	Eighth Grade Team Leaders	G
D.	<u>Transition Project Manager-Special Education</u>	<u>Assigned Weight</u>
		F

GROUP II - NON-INSTRUCTIONAL ADMINISTRATION

Assigned Weight

Recreation Coordinator	M
Comptroller of Student Accounts - High School	G
Treasurer of Student Activities	E
Kindergarten Helping Teacher	C
Elementary Assistance	A
Distributive Education Coordinator	C
Treasurer Athletic Events	C
Director of Athletics	L

GROUP III - COACHING

<u>Class A</u> - Football, Basketball, Wrestling, Hockey	<u>Assigned Weight</u>
Varsity	M
Assistant Varsity	I
Junior Varsity	H
Freshman	F
Middle School	D
<u>Class B</u> - Baseball, Track, Soccer, Lacrosse, Swimming, and Field Hockey, Gymnastics, Cross Country, Indoor Track Softball	
Varsity	J
Assistant Varsity	G
Junior Varsity	F
Freshman	D
Middle School`	C
<u>Class C</u> - Golf, Fall Tennis, Spring Tennis, Volleyball, and Skiing	
Varsity	H
Junior Varsity	D
Middle School	C
<u>Class D</u> - Other	
Bowling	C
Marksmanship	E
Ski Club Advisor	C
Elementary Activity 1	A
Elementary Activity 2	B
Elementary Activities	C
Twirling (Seasonal)	D
Varsity Cheerleading (Seasonal)	D
Junior Varsity Twirling	D
Flag Twirling (Seasonal)	D
Mountiettes (Seasonal)	C
Intramural (Seasonal)	C
JV Cheerleading	D

GROUP IV - GENERAL STUDENT ACTIVITIES

Assigned Weights

Sr. High Band	J
Middle School Band	F
Supplementary Middle School Band	B
Elementary Band - Director	G
Elementary Chorus	C
Elementary Glee Club	D
Elementary Orchestra	F
Secondary Orchestra	F
Hand Bell Choir	C
Elementary Band - Assistant Director	A
Elementary Beginner Band - Director	C
Elementary Orchestra Assistance	A
Senior High Photography	C
Middle School Photography	C
Literary Magazine	B
School Radio Station	B
Public Speaking Instructor	A
Panorama	E
Middle School Yearbook	E
Mountain Echo	E
Coordinator of Student Publication	C
District Audio-Visual Maintenance	I
Senior Student Council Advisor	F
Middle School Student Council Advisor	E
Senior Class Advisor	A
Head Senior Class Advisor	E
Senior High Spring Musical:	
Dramatics Director	G
Music Director	G
Vocal Director	F
Choreography Director	E
Scenery Design	D
Scenery Construction	D
Middle School Spring Musical:	
Dramatics Director	G
Assistant Director	D
Music Director	F
Accompanist	F
Scenery Construction	D
Scenery Design	C
Choreography Director	C
Fall Play:	
Director	F
Scenery Design and Construction	D

Middle School Jazz Ensemble	C
Middle School Show Choir	E
Sixth Grade Play	F
Pool Coordinator	K
Math League Advisor	C
Academic League Advisor	B
Honor Society Advisor	A
Middle School Newspaper	D
DECA Advisor	D
High School Auditorium Director	E
Middle School Auditorium Director	E
Computer Club Advisor	C
Middle School French Trip Coordinator	B
Weight Trainer	B
Junior Class Advisor	C
Sophomore Class Advisor	B
Freshmen Class Advisor	B
Rewind Producer	D
Rewind Technical Advisor	C
Varsity Athletes against Substance Abuse	B
Coordinator of Middle School after School Study Center	M
Teachers after School Study Center	F
Middle School Twirling	C
French Club	B
Italian Club	B
Spanish Club	B
Science Club	B
Grade 7 Advisor	A
Grade 8 Advisor	A
Comptroller of Student Accounts - Middle School	D
Reading Writing Coordinator	H
"Safety Net" Coordinator	H
"Project Excel" Coordinator	H
Suffern Health Players	B
Science Competition Advisor	B
Forensic League Advisor	B
Mu Alpha Theta Advisor	C
Senior High Jazz Ensemble	C
Senior High Percussion Ensemble	C
Chess Advisor	B
Select Choir	D
Video Yearbook (2 positions)	A
Coordinator High School Special Class Program	H
Womens' Issues Group (WIG)	B

D. SUMMER SCHOOL SALARY

1. Summer school salaries shall be based on the salary for B.A. Step 1 of the Teacher Salary Schedule in effect.
2. The basic summer school teaching schedule shall be five hours per day for 32 days, and the salary for such services shall be a percentage of the salary for B.A. Step 1 of the teacher salary schedule. A teacher shall be placed on step on the index schedule below according to his or her previous experience in the district as a summer school teacher.

<u>Step</u>	<u>B.A.</u>	<u>B30</u>	<u>B60</u>
1	.12	.13	.14
2	.14	.15	.16
3	.16	.17	.18
4	.18	.19	.20
5	.20	.21	.22

3. Persons employed for less than the basic teaching schedule shall receive a pro-rated salary.
4. All teachers are entitled to one day of absence for personal sickness which shall not be deducted from their accumulated days, if any have been accumulated. Teachers regularly employed in this District during the regular school year may use up to three (3) additional days of previously accumulated leave pursuant to Article IV for the purpose of personal illness. Such days will be deducted from the teacher's total leave days accumulated pursuant to Article IV. Absence by persons not employed on a regular basis by the District during the previous regular school year shall result in a reduction of salary on pro-rated basis when absences exceed one day.
5. The District reserves the right to employ any qualified teacher for the summer school. Preference will be given to District personnel, providing they are equally qualified with other candidates.

E. HEALTH, DENTAL AND LIFE INSURANCE

- 1a. The District will pay 80% of the cost of health insurance for employees hired after October 7, 1986, for the first three (3) years of their employment; thereafter and for all other employees the District shall provide the current health insurance plan benefits for bargaining unit members and their families enrolled in such plan, with premiums being paid, effective July 1, 1995, on a shared-cost basis with the School District paying 90% of the total insurance premium and the Unit member paying 10% of the total insurance premium.
- b. Commencing with the 1995-96 school year, the Board will implement a so-called Cafeteria Plan pursuant to Internal Revenue Code Section 125 which will permit Unit members to pay their share of insurance premiums with before-tax dollars.

2. In addition, it is agreed that the District may propose a change in health insurance carriers, including self-insurance, subject to the following conditions:
- a. The District shall submit the proposal, complete with coverage details and premium cost to the Association for review.
 - b. The Association shall have 45 school days to review the proposed plan to determine if it is equal to or better than the existing statewide plan.
 - c. If after review the Association does not agree on the plan, the proposal will be submitted within 5 days to expedited arbitration to determine if it is equal to or better than the existing statewide plan.
 - d. The arbitrator shall be limited in his or her decision to determining whether or not the proposed plan is equal to or better than the existing statewide plan. If the proposed plan is not equal to or better than the existing plan, the proposed plan will be withdrawn. The arbitrator's decision shall be rendered within 30 days from the date the plan is submitted to the arbitrator.
 - e. The arbitrator shall have no authority to recommend or require any change in the system of payment of costs.
 - f. The District will have the right to change carriers, including self-insurance, once and only once during any year.
 - g. The District affirms that in exercising the option to change health carriers it is not the intent of the District to reduce or diminish in any way the level of benefits in existence under the statewide plan on the date of implementation of the new plan. If at any time the statewide plan increases benefit levels to the point where they exceed the current plan, the current plan will be modified to equal or better than the statewide plan.
 - h. The District guarantees that statutory mandated minimum contributions applicable to the statewide plan for retirees shall be honored in any plan adopted.
 - i. The District agrees that it will only consider self insurance if there are a minimum of 5 other school districts in Rockland County that are willing to participate in the plan.
 - (i) Should the District elect to self insure, an appeal procedure for rejected claims, which shall be the exclusive remedy for any claim concerning insurance, shall be implemented.

- (ii) Effective September 1, 1986, the parties shall each designate 2 members to serve on a bilateral committee to formulate said appeal procedure. The deliberations shall conclude no later than March 1, 1999, and if agreement is reached, it shall be signed and appended to the agreement as an amendment. If no agreement is reached, each party shall submit its appeal procedure to an arbitrator to be selected by the parties pursuant to the procedures of the American Arbitrator Association, who shall serve as a neutral to be jointly compensated by the parties. The arbitrator so selected shall determine which of the two appeal procedures shall govern. His decision shall be limited to choosing between the two procedures and it shall be binding and not subject to review by any authority.
- (iii) The appeal procedure adopted by the multi-district plan shall be substituted for the one set forth herein, if comparable.
- (iv) Any self insurance plan shall include stop loss insurance.

3. Health Insurance Buy Out:

- a. At the employee's option, any teacher otherwise covered by comparable coverage, may reduce medical insurance coverage for a full year by completing an appropriate form furnished by the District. Any employee changing from family to individual coverage or waiving family or individual coverage shall receive, as salary, 50% of the premium savings.
 - b. Employees electing to reduce their coverage must do so by February 1st with the provision of this section taking effect on July 1st. Payment of the employee share shall begin with the first half payment on the second payroll in October and a second payment on the second payroll in April. Full coverage may be reinstated by notifying the District in writing no later than April 1st. Reinstatement shall take place on July 1st.
 - c. The District shall waive the April 1st notification if the employee's status changes drastically so as to cause severe hardship as a result of the employee's election to reduce coverage. Such circumstances are limited to death of a spouse, loss of spouse's employment, or loss of spouses' insurance coverage.
4. The District shall continue the Dental Plan in effect during the 1973-74 school year, except that the orthodontic benefit shall be increased from \$1,500.00 to \$2,000.00.

- a. Members of the Unit and their families with two or more continuous years of service in the District shall have the premium paid in full by the District.
 - b. Any first or second year teacher and his or her family may participate on the same basis as teachers with two or more continuous years of service except that he or she shall be required to contribute 50% of the cost of the premium.
5. The District shall provide and pay the entire premium cost of Group Term Life Insurance, insuring each teacher in the principal sum of \$30,000, with double indemnity in case of accident.
6. The District will pay 80% of the cost of excess major medical insurance for employees hired after October 7, 1986, for the first three (3) years of their employment; thereafter and for all other employees the District shall provide the current excess major medical insurance plan benefits for bargaining unit members and their families enrolled in such plan, with premiums being paid, effective July 1, 1995, on a shared-cost basis with the School District paying 90% of the total insurance premium and the Unit member paying 10% of the total insurance premium.
7. Disability
- a: Any member of the Unit employed by the District for at least ten years and under the age of sixty-two years who has become permanently disabled, as determined by the New York State Teachers Retirement System, shall be entitled to receive from the District, until such member attains the age of sixty-two years, the difference, if any, between sixty percent of such member's base pay at the time of disability and the total income received from disability payments from the New York State Teachers Retirement System and the Social Security Administration upon fulfilling the following conditions:
 - (1) The member of the Unit must apply for and receive disability payments from the New York State Teachers Retirement System.
 - (2) The member must apply for disability payments from the Social Security Administration.
 - (3) Payments, if any, by the District under this provision are to commence only upon final action of the New York State Teachers Retirement System.
 - (4) Should the Social Security Administration make a determination after payments by the District have been commenced, payments made prior to the Social Security Administration determination shall be adjusted within the next

three payments so that the member will receive the correct District benefit.

- b. Any member of the Unit employed by the District for at least five years and under the age of sixty-two who has become permanently disabled as determined by the Social Security Administration, shall be entitled to receive from the District for the period of five years after the date of disability the difference, if any, between sixty percent of such member's base pay at the time of disability and the total income received for disability payments from the New York State Teachers Retirement System and the Social Security Administration upon fulfilling the following conditions:
 - (1) The member of the Unit must apply for and receive disability payments from the Social Security Administration.
 - (2) The member of the Unit must apply, if eligible, for disability payments from the New York State Teachers Retirement System.
 - (3) Payments, if any, by the District under this provision are to commence only upon final action of the Social Security Administration.
 - (4) Should the New York State Teachers Retirement System make a determination after payments by the District have commenced, payments made prior to the New York State Teachers Retirement System determination shall be adjusted within the next three payments so that the member will receive the correct District benefit.
- c. Provided however, that an employee may not receive benefits under this provision and also receive the retirement incentive offered under Paragraph G of this Article.
- d. The term "base salary" as referred to elsewhere in this Agreement shall not include money paid for longevity increments even when calculating payments for disability payments or for any other purpose other than the one set forth under Section G "Retirement Incentive Plan," below. In the event a member of the Unit contests this claiming that longevity increments should be included in the calculation of disability payments or for any other purpose other than the one set forth in Section G below, the Association hereby agrees not to support the claim of such teacher. The Association agrees to defend the validity and enforceability of this provision and further agrees not to assist in any attempt to modify, set aside or assert a position contrary to this provision except during the course of future bilateral negotiations between the parties for a successor Agreement.

F. SOCIAL SECURITY

The District agrees that it will not withdraw from the Social Security System during the life of this Agreement.

G. RETIREMENT INCENTIVE PLAN.

1. A member of the Unit will be eligible for participation in the retirement incentive plan either in the school year commencing July 1 during the first year or second year in which the member is eligible for retirement provided the employee has at least ten years of service in the District. Provided, however, that a member of the Unit who first becomes eligible for retirement between July 1 and Labor Day, inclusive, shall be deemed, in the sole option of the member, to be eligible for retirement during the preceding school year for the purposes of participating in this retirement incentive plan by March 1 of said preceding school year. A member of the Unit employed prior to July 1, 1986 may be eligible for the incentive, notwithstanding their failure to have ten years of service in the District. Provided, however, that an employee may not receive the retirement incentive and also receive benefits under Paragraph E.7 of this Article.
2. Application for participation in the retirement incentive plan must be submitted to the Superintendent of Schools on or before March 1 of the school year of retirement.
3. The application must be accompanied by a signed irrevocable resignation from employment in the District, effective June 30 of the year of retirement.
4. A retirement incentive benefit shall be payable to a member of the Unit during the first year in which the member is eligible for retirement in an amount equal to the sum of thirty-five (35) percent of the base scheduled salary of the applicant during the final year of employment and one one-hundred-eightieth (1/180) of such salary for each unused sick day credited to the applicant at retirement, provided, that in no event will the benefit include payment for more than fifty-five (55) sick days. A member who elects to take a retirement incentive during the second year of eligibility shall be entitled to receive fifty (50%) percent of what the member would have received had he/she exercised the retirement incentive during the first year of eligibility.
5. The retirement incentive benefit shall be paid on June 30 or between July 1 and December 30 of the year of retirement provided said payment between July 1 and December 30 meets the requirements of the NYSTRS for calculations of the final average salary.
 - a. The full benefit to be paid on June 30 of the year of retirement;

- b. The full benefit to be paid in one installment during the six month period commencing in July and ending in December of the calendar year of retirement.
- 6. The term "salary," as referred to elsewhere in this Agreement shall include money paid for longevity increments when calculating payments for retirement incentives.

ARTICLE XIV. LIAISON COMMITTEE

- A. Recognizing the desirability of the exchange of ideas between the teaching staff and the administration of the District, liaison committees shall be established. It shall be the responsibility of the Superintendent of Schools, and through him or her the building principals, to see that these committees are established and function.
- B. A building liaison committee shall be formed in each school for the purpose of maintaining communication between administration and faculty. Discussion in meetings of the committee shall be limited to those subjects of mutual concern to teachers and administration for which no provision has been made through other avenues of liaison. Meetings shall be held at least six times per year. Student discipline shall be continuously placed on the agenda.
- C. A District liaison committee shall be formed for the primary purpose of maintaining communications concerning district-wide matters. The District Liaison Committee shall be comprised of members of the Unit representing each school building, appointed by the Association, and representatives of the Administration.

ARTICLE XV. MATERIALS, SUPPLIES, AND FACILITIES.

- A. The purchase of additional textbooks and other instructional materials, or changes in such materials and the selection of new materials shall be determined as follows:
 - 1. Textbooks and materials to be used by students shall be determined after consultation with returning teachers who will use said textbooks and materials in their classrooms.
 - 2. Teachers shall have the right to consult with and advise their immediate supervisors on the necessity or desirability of replacing or obtaining newer editions of textbooks and/or other instructional materials.
- B. There shall be adequate safety equipment and protective equipment provided.
- C. A suitably furnished and ventilated room shall be reserved for the exclusive use of the teachers as a faculty lounge in each school building.
- D. A dining area separate from the students shall be provided for the use of teachers in each school building. Plans developed henceforth for new buildings shall separate this facility from the faculty lounge, and shall include both.

- E. Accessible and properly maintained parking areas shall be provided for teachers at all schools.
- F. A faculty room in each elementary school shall have a telephone.

ARTICLE XVI. TEACHER PROTECTION.

- A. Teachers shall have the right to remove students from the classroom for abusive actions or language, or for behavior obstructive to the maintenance of a proper learning environment, providing, however, that the students have been directed to report to a specific place in the building.
- B. **JOB SECURITY**
 - 1. In any job openings in the Unit in a teacher's tenure area, the tenure law and subsequent rulings will be controlling.
 - 2. The District agrees that, in the event teachers' jobs are abolished, members of the Unit shall have the right to appointment to available positions within the Unit for which they are certified, or for which they are eligible for certification prior to the assumption of the new positions, without loss or diminution of salary step on the teachers' salary schedule, during the ensuing four years. If, however, as a result of this provision a teacher is appointed to a position in a different tenure area and is subsequently terminated other than by reason of abolishment of the position, the teacher's right to reemployment shall be limited to the tenure area in which he or she served prior to the abolishment of his or her initial position. Until positions become available, the terminated teachers shall be given preference, in the order of seniority acquired in the District, to employment as substitute teachers in their areas of tenure if the teacher has filed with the Assistant Superintendent for Human Resources a statement that he/she is available for substitute work. Any teacher who has not filed such statement shall not be eligible for the benefit set forth in sub-division 3 below.
 - 3. To any teacher who is dismissed because of the abolition of his or her teaching position, the District will pay a minimum of \$150 a week, such payment of \$150 to be reduced by all remuneration received by the teacher in each week for substitute teaching at the minimum daily rate in the District, under the following conditions:
 - a. The teacher must accept all substitute work offered by the District, unless sick, or actively seeking employment in the field of teaching, and verification of the latter may be required;
 - b. The benefit period shall begin on September 1 and terminate on June 30 of the first school year following dismissal of the teacher;

- c. The benefit will terminate immediately upon the teachers' beginning employment in a teaching position (other than substitute teaching) with any school district, including Ramapo Central School District.
- 4. On behalf of any teacher who is dismissed because of the abolition of his or her position, the District will continue to pay the cost of health insurance for a period of sixty days beyond the date of the teacher's termination.
- 5. During the term of this Agreement no nurse-teacher shall be dismissed and replaced with another person for budgetary reasons.
- C. *Harassment* - No employee of the District shall harass any other employee of the District because of participation or non-participation in the strike that occurred during September, 1972.
- D. *Performance Contracting* - The District will not enter into any contract with persons, firms, or corporations (other than members of the Unit) for the purpose of increasing the achievement level of students for which payment would be made to the vendor in an amount to be determined by the improvement in pupil achievement within a specified period of time. Examples of the type of performance contract referred to in this section are: the contract between the public school system of Gary, Indiana and the Behavioral Research Laboratories in 1970 to reorganize the Bananeker Elementary School; and the Texarkana-Dorsett Educational Systems, Inc. contract of 1969.
- E. *Non Discrimination* - The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be uniformly applied and shall also not discriminate directly or indirectly against any teacher because of age, sex, race, creed, religion, color, national origin, handicap or marital status.
- F. *Reimbursement* - The Board will provide reimbursement for repair or value, whichever is less, of clothing and personal effects damaged, stolen, or destroyed during the course of and incident to employment; provided loss is not caused by negligence of the claimant. Personal effects do not include automobiles or other vehicles. The liability of the District shall not exceed \$75.00 (seventy-five dollars) for any single incident.

ARTICLE XVII. TRAVEL FOR SCHOOL BUSINESS.

The Board of Education agrees to reimburse members of the Unit while on official business for the District at the following rates:

- 1. Travel
 - a. By personal vehicle - All required travel by personal vehicle shall be reimbursed at the rate prescribed for federal income tax purposes but in no event shall it be less than 22¢ per mile.

- b. By public transportation - actual cost.
- 2. While attending an approved conference:
 - a. Lodging and meals - Fully, as incurred.
 - b. Fees for registration - Fully, as permitted by statute.

ARTICLE XVIII. DISTRIBUTION OF COPIES OF THE AGREEMENT.

Copies of this complete Agreement in pamphlet form shall be provided at the expense of the Board and presented to all members of the Unit by the Association.

ARTICLE XIX. ASSOCIATION RIGHTS.

A. Necessary Association Leave.

The President of the Association may from time to time designate either himself or herself or another member of the Unit to conduct Association business, and the President or his or her designee shall be entitled to full-day leave, for one or more days, without charge against any other leave, provided that not more than twelve full days of such leave be taken in total by the President and his or her designees in any one school year.

B. One duty-free period for both Association President and the Association Grievance Chairperson shall be provided if these teachers are members of the Middle School or Senior High School staff. An attempt will be made to schedule these extra periods at the end of the school day.

C. The assignment for the President of the Association, provided he or she is a member of the Middle School or Senior High School staffs, shall be no more than four teaching periods or 20% less teaching time than a regular classroom teacher and shall be relieved of all non-instructional duties.

D. Time off shall be provided for an Association President who teaches at the elementary level as follows:

- A non-classroom teacher serving as Association President will be scheduled for 20% less teaching time than a regular classroom teacher and shall be relieved of all non-instructional duties. An attempt will be made to schedule the aforementioned non-teaching time at the end of the school day.
- Regular classroom teachers (kindergarten through fifth grade, including Special Education) shall not be eligible for this provision.

E. The District shall provide a payroll deduction option for a VOTE-COPE contribution subject to the Association complying with the following conditions:

1. Unit members electing this option shall do so on a form provided by the Association and approved by the District which shall be distributed to Unit members by the Association.
2. The signed forms of Unit members electing this option must be given to the School District by the Association not less than thirty (30) days prior to the date upon which such deduction shall be made.
3. The deduction for this option shall be done in one installment, for each member so electing, on a single date as mutually determined by the School District and the Association.
4. Once a Unit member elects this option in writing, such election shall remain in full force and effect until withdrawn in writing by the Unit member.

ARTICLE XX. NEGOTIATIONS FOR A SUCCESSOR AGREEMENT.

- A. On or before January 15, 2007, the District will enter into good faith negotiations with the employee organization then certified or recognized covering an agreement period subsequent to June 30, 2007.
- B. The first item on the agenda for negotiations shall be a review of an agreement upon negotiating procedures.
- C. All other matters to be negotiated shall be placed upon the agenda after, and only after, negotiation procedures have been agreed upon between representatives of the Association and representatives of the District.

ARTICLE XXI. LEGALITY.

If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to the law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application shall continue in full force and effect. If the language of any provision of this Agreement shall be found (or agreed to be) invalid, by reason of statute or court decision, the parties shall forthwith negotiate new language maintaining the original concept.


ARTICLE XXII. LEGISLATIVE APPROVAL

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OR LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

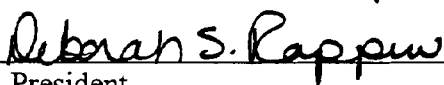
IN WITNESS WHEREOF, the parties have duly executed this Agreement the day and year first above written.

RAMAPO CENTRAL SCHOOL DISTRICT

Date: 1/12/04

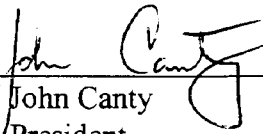
By: 
Robert MacNaughton, Ph. D.
Superintendent of Schools

Date: 1/12/04

By: 
President
Board of Education

RAMAPO TEACHERS' ASSOCIATION

Date: 1/12/04

By: 
John Canty
President

TEACHER SALARY INDEX

STEP	BA	B-15	B-30	B-45	B-60	MA	M-15	M-30	M-45	M-60
1	1.00	1.05	1.10	1.15	1.20	1.20	1.25	1.30	1.35	1.40
2	1.04	1.09	1.15	1.20	1.25	1.26	1.31	1.36	1.41	1.46
3	1.08	1.13	1.20	1.25	1.30	1.32	1.37	1.42	1.47	1.52
4	1.13	1.18	1.25	1.30	1.35	1.38	1.43	1.48	1.53	1.58
5	1.18	1.23	1.30	1.35	1.40	1.44	1.49	1.54	1.59	1.64
6	1.23	1.28	1.35	1.40	1.45	1.50	1.55	1.60	1.65	1.70
7	1.28	1.33	1.40	1.45	1.50	1.56	1.61	1.66	1.71	1.76
8	1.33	1.38	1.45	1.50	1.55	1.62	1.67	1.72	1.77	1.82
9	1.38	1.43	1.51	1.56	1.61	1.68	1.73	1.78	1.83	1.88
10	1.43	1.48	1.57	1.62	1.67	1.74	1.79	1.84	1.89	1.94
11	1.48	1.53	1.63	1.68	1.73	1.80	1.86	1.91	1.96	2.01
12	1.53	1.58	1.69	1.74	1.79	1.86	1.93	1.98	2.03	2.08
13	1.58	1.63	1.75	1.80	1.85	1.92	2.00	2.05	2.10	2.15
14	1.63	1.68	1.81	1.86	1.91	1.98	2.07	2.12	2.17	2.22
15						2.04	2.14	2.19	2.24	2.29
16								2.26	2.31	2.36
17									2.38	2.43
18										2.50
19										

Longevity (Tier 1) -

Teachers on any of the B.A. schedules who have attained the last step of their schedules and who continue thereafter in employment with the district shall be paid an additional noncumulative .0124 of B.A. step 1 during each year after the year in which they attained the last step until the time they reach Tier 2.

Teachers on any of the M.A. schedules who have attained the last step of their schedules and who continue thereafter in employment with the district shall be paid an additional noncumulative .0206 of B.A. step 1 during each year after the year in which they attained the last step until the time they reach Tier 2.

Longevity (Tier 2) -

Teachers on any of the B.A. schedules who have received Longevity (Tier 1) for five consecutive years shall be entitled to a noncumulative .0165 of B.A. step 1 (this amount being added to the last step of the schedule) during each year thereafter.

Teachers on any of the M.A. schedules who have received Longevity (Tier 1) for five consecutive years shall be entitled to a noncumulative .0299 of B.A. step 1 (this amount being added to the last step of the schedule) during each year thereafter.

[illegible]

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